

MINUTES

IT STEERING COMMITTEE

MEETING: Wednesday, January 27, 2016

COMMITTEE MEMBERS PRESENT:

VOTING MEMBERS

Debra Gates, Chairperson
Van Sturdivant, Vice Chair
W. Aaron Hall, Secretary
Donna Russell

Joy Touliatos
John Halbert
Dale Lane
Gordon Crisp

Gwendolyn Cranshaw
Ed Stanton
Derrick Mink
Shannon Caraway

NON-VOTING MEMBERS

Travis Green

John Simpson

Herman Boyd

CALL TO ORDER:

Debra Gates, Chairman, called the meeting to order at 10:02 am

APPROVAL OF MINUTES:

Motion was made by *Ed Stanton* and seconded by *Gordon Crisp* to approve the December 15, 2015 Minutes.

Motion Approved.

SUB-COMMITTEE REPORTS:



PCI Sub-Committee – *Donna Russell* proposed a unification of the PCI contract with CBIZ. One contract with one vendor for the entire county will provide the county with a dedicated resource for credit cards rather than relying on IT, as not all PCI issues are IT related. Each department will only be financially responsible for what they use. IT will be able to track hours for invoice purposes.



Motion was made by *Van Sturdivant* to discuss with Wanda Richards. Motion was seconded by *Joy Touliatos*. Motion approved.

- ☀ ***CIP Sub-Committee – Joy Toulíatos*** announced that the CIP Sub-Committee has met and will begin scoring CIP projects. The IT Steering Committee will vote on the recommended projects at the next meeting on February 16th.

PROJECT REPORTS:

- ☀ ***Ed Raper*** reported implementation of the ICJIS Project will be delayed. The expectation is to go live around September or October. The estimated cost associated with this delay is \$400,000.00. The funds will come from IT projects that were planned but will not go forward.
- ☀ ***Eddie Gentry*** is seeking approval to replace ITS' current software. Service Desk Express (SDE) is in "limited support and maintenance" and approaching end-of-life and will not be enhanced. ITS reviewed various options and concluded that the need to purchase a new software application exists. After reviewing contract negotiations and responses from ten vendors, the application selected was Cherwell with Avante Solutions as the reseller. Avante Solutions will provide professional services to configure the software and provide training. The proposed solution will give ITS the ability to process over 30,000 incidents and requests per year.

- ☀ **Funding:**

Software Licenses (75)	Cherwell	\$225,000.00	1 time fee
Professional Services	Avante Solutions	\$140,000.00	1 time fee
Software Maintenance	Cherwell	<u>\$ 45,000.00</u>	annual fee
		\$410,000.00	

NEW BUSINESS:

- ☀ ***Jeff Yallope*** introduced a project to replace Audio/Video recording technology for 36 courtrooms in 201 Poplar. Courts in Nashville were contacted to gain insight.
- ☀ A subcommittee was formed to fill knowledge gap. ***Joy Toulíatos and Van Sturdivant*** will co-chair. ***Travis Green*** and ***Jeff Yallope*** will be included in the subcommittee.
- ☀ Motion was made by ***Gordon Crisp*** and seconded by ***Derrick Mink***. Motion approved.

REVIEW OF BY-LAWS:

- ☀️ *John Halbert* advised that the project guidelines on page 2 of the bylaws should be updated. Number 3 of Article two, section 2, currently reads over \$100,000.00, after the change it will read over \$50,000.00.
- ☀️ Motion was made by *Van Sturdivant* and seconded by *Donna Russell*. Motion approved.

OTHER BUSINESS:

- ☀️ *Mr. John Simpson* was recognized and introduced as a candidate for one of the Mayor Appointed Private Sector Individual members of the IT Steering Committee.
- ☀️ Mr. Simpson addressed the committee sharing his qualifications to become a member of the committee.
- ☀️ Upon approval by electronic vote by the committee, Mr. Simpson's application will be submitted to the Mayor.

UPCOMING YEAR:

- ☀️ *Debra Gates, Chairwoman*, recommended having departments who have come before the Committee and been given approval on CIP projects, come back after completion of the project for a status review.
- ☀️ *John Halbert*, suggested contacting a consulting firm to assist with the long term vision.

NEXT MEETING:

February 16, 2016, 10:00 a.m., 160 N. Main-2nd floor conference room

MEETING WAS ADJOURNED:

Motion was made *Travis Green* and seconded by *Gwen Cranshaw* to adjourn at 11:06 a.m. Motion carried.